

Reception // Admin

Company

A corporate law firm specializing in operations in China.

Our client is corporate lawyers based in China. Their team is composed of Chinese and internationally qualified attorneys. This law firm has been approved by the Ministry of Justice in China and they work with an international network of trusted partners.

Local approach with international standards.

All members of their team have trained in international law firms and are familiar with cross-border transactions. They work as a bicultural team to provide efficient solutions that navigate complex legal environments around the world. Their true added value lies in managing complex transactions in a constantly changing legal and business environment. They are solution-driven entrepreneurs.

They are entrepreneurs providing solutions that actually work.

Their experience allows them to fully understand the legal implications of doing business in China. They are in a position to help evaluate risk level and propose pragmatic solutions. They apply a creative approach to China problem-solving and retain a “boutique” spirit.

Responsibility

This position will focus but not limited to the following tasks:

- 负责来访客户的接待, 前台电话接听和转接 ;
 - 负责公司快递、信件、包裹的收发、费用汇总工作 ;
 - 机票酒店预订等事宜 ;
 - 负责会议室会前准备工作 ;
 - 负责办公用品的采购工作 ;
 - 负责财务部出纳工作 , 如现金日记账、核对发票等 ;
 - 完成主管交办的其他任务。
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- Warm and friendly reception for all visitors and all coming calls and transferring the call at the front desk;
 - Responsible for company courier, mail, parcel sending and receiving (reception following up);
 - Trip reservations (tickets, hotel, taxi etc.)
 - Maintain the availability of all meeting rooms
 - Purchasing Office Supplies
 - Responsible for the cashier's work, such as cash journals, check invoices, etc.;
 - Complete other tasks that the supervisor confesses.

Requirement

- 全日制大学教育，行政，文秘或相关领域
 - 英语六级及以上，口语良好，能流畅的用英语交流；
 - 能够自主地优先处理和多个任务，并作为团队的一部分
 - 至少1至2年的工作经验，熟悉前台工作流程，熟练使用MS办公软件；
 - 强烈的道德感，诚信感和保密性
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- Full-time college education, administration, secretarial or related field
 - English level 6 and above, good oral English, able to communicate in English smoothly;
 - Able to prioritize and handle multiple tasks autonomously and as part of a team
 - At least 1 to 2 years working experience, Familiar with the front desk workflow. excellent computer skills, skilled use of MS office software;
 - Strong sense of ethics, integrity and confidentiality

Please send your resume to: sh-recruitment@ccifc.org